

## CUMNOR PARISH COUNCIL

### Minutes of the Meeting of the Neighbourhood Development Plan Steering Group held in the Upper Room, Old School, Cumnor on Tuesday 25 April 2017 at 7.30pm

**Present:** Kathy Davies, Fiona Newton (CPC), Tim Pottle, Judy Roberts (CPC) Chris Scruby, and Tina Brock (CPC) Clerk.

Trevor Halls resigned from the Steering Group on 11 April 2017.

**32/17 Election of Chairperson.** Fiona Newton was proposed by Chris Scruby and seconded by Kathy Davies. Fiona Newton agreed to chair this meeting but did not wish to be a permanent Chairperson. It was agreed that a Chairperson would be elected at each meeting.

**33/17 Apologies for Absence.** Ted Mott (prior commitment).

**34/17 Code of Conduct** was signed by Judy Roberts. Ted Mott would be required to sign the Code of Conduct at the next meeting.

**35/17 Declarations of Interests.** None.

**36/17 Minutes of the Meeting of Neighbourhood Development Plan Steering Group** held on Monday 13 March 2017 were agreed and signed by the Chairman.

**37/17 Matters Arising from the minutes.** None.

**38/17 Character Assessment Update.** A well-attended meeting facilitated by Kathy Davies and Fiona Newton was held on Monday 20 March 2017 to explain what was involved in and how to carry out a Character Assessment. Residents formed groups to cover the different wards of Farmoor, Cumnor Hill, Cumnor Village and Dean Court and were given an electronic copy of the OCC Oxford Character Assessment Toolkit to complete. The group met again on Monday 24 April 2017 to feedback and pass completed toolkits to Kathy. Not all forms had been or would be completed in the same way and some areas would overlap which would give a good overall view of the character of the parish. When all toolkits had been received Kathy would write a Character Assessment which would be used as evidence base in the Neighbourhood Plan. A short discussion highlighted many positive points about this Parish, along with some negative elements such as traffic/military aircraft noise, pylons diminishing value of views, insensitive alterations to housing along Cumnor Hill and Eynsham Road. Issues or negative comments would be raised through the Cumnor Big Survey. The Clerk will email out contact details for Kathy to the Character Assessment Group

Kathy Davies left the meeting at 8.10pm.

**39/17 Geology Sub Group Update.** Fiona Newton had an informal meeting with Vanessa Cheel, ex Councillor, Philip Powell, Geologist and Stuart Robinson, Geologist to discuss drainage issues and the impact development has had on the water courses and spring lines on Cumnor Hill. Council had raised concerns to VWHDC and OCC on numerous occasions about the impact of building on Cumnor Hill and the interruption to subterranean groundwater flow and had requested a hydrogeological survey encompassing the whole of Cumnor Hill be carried out. VWHDC and OCC agreed that this was needed but could not be carried out due to cost. The group discussed pulling together the hydrogeological surveys from existing developments on Cumnor Hill and passing this information to the Geology sub group to develop a scoping document.

**40/17 Cumnor Big Survey.** Fiona Newton had received a quote from Claire Tyrrell-Williams to produce a 6 page survey/questionnaire: development for 6 page survey free of charge, data processing £350 + VAT for first 300 surveys returned then £60 + VAT for every 100 thereafter. The group thought that this was a very reasonable quote. It is estimated that printing costs will be 3,000 x 6pg @.05p is £900. Flyers would cost approx. £40 for 5,000. Management of expectations needs to be carefully thought through, it needs to be clear as to what areas of land use the Neighbourhood Plan can and cannot cover.

The group discussed questions to include in the survey and agreed to approach Gordon Breach, Chairman, Eynsham PC for advice on how they developed their questionnaire. Chris agreed to look at the comments from the public meeting on 7 September and draft a list of topic areas and

questions.

**41/17 Project Plan.** The group agreed to contact Community First for assistance with costs. It was agreed to add some additional tasks into the project plan

1. To undertake an assessment of current brownfield sites in the Parish
2. To undertake an assessment of current commercial enterprises in the Parish

**42/17 Date of next meeting.** The next meeting would take place on Monday 15 May 2017 at 7.30pm venue to be advised.

The meeting closed at 9.15pm.

Signed..... Date.....2017